

**Indiana Department of Workforce Development
Commission on Vocational and Technical
Education
Document 02-01**

MINUTES

INDIANA COMMISSION ON VOCATIONAL AND TECHNICAL EDUCATION

**Indiana Government Center South
Conference Room 2
302 West Washington Street
Indianapolis, Indiana**

January 18, 2002

Minute No. 1

Call to Order – Item I – Chair Brown called the meeting of the Indiana Commission on Vocational and Technical Education to order at 10:08 a.m.

Minute No. 2

Pledge of Allegiance – Item II – Chair Brown led the Commission members and the audience in the Pledge of Allegiance to the flag.

Minute No. 3

Roll Call and Determination of a Quorum – Item III. - Chair Brown declared a quorum present. Commission members Andrew Brown, Dan Theobald, Ken Pierce, Marnia Kennon, Steven Pitts, and John Patterson were in attendance. Commission members John Egger, Susan Stauffer, Paul Hernandez, Larry Ferguson, and Michael Bellwood were not in attendance.

Chair Brown apologized to Commission Members and audience for his absence at the November 16, 2001 Commission meeting.

Minute No. 4

Discussion Item – Item IV. - Consideration of November 16, 2001 Minutes, Document 01-05

Commission Member Patterson moved the Minutes of the November 16, 2001 Meeting Document 01-05 be approved. Seconded by Commission Member Pitts; unanimously carried. (Copy filed with official Minutes.)

Minute No. 5

Discussion Item – Item V. – State Director's Report

Terry Fields, State Director, stated he would update the Commission on various items later in the Commission meeting.

Minute No. 6

Discussion Item – Item VI. – Old Business

Mr. Fields updated the Commission on the progress of the IAAVD (Indiana Association of Area Vocational Directors) Evaluation Proposal. All necessary parties have signed the contract between DWD and IAAVD to proceed with this proposal. Mr. Fields introduced Meredith Thompson, Executive Director of IAAVD for a further update.

The members of IAAVD have started on the design of the evaluation process. The proposal was to design and field test a new area vocational evaluation process throughout the State of Indiana. The two goals established are; 1) assisting schools to improve their education and training services through improving educational value of students and overall school effectiveness; 2) continuous improvement of those schools. IAAVD will be focusing on performance, continuous improvement strategies, and having a self-study site visit by both business and industry and educators. A state quality award's program will be included in this evaluation process. This will set-up a list of standards to evaluate sites. IAAVD will work with state staff to design this process.

There was no other old business to come before the Commission.

Minute No. 7

Discussion Item – Item VII. – New Business

There was no new business to come before the Commission.

Minute No. 8

Discussion Item – Item VIII.A. – Federal Report

Mr. Fields introduced Rosie Smith, Technical Education Specialist, to update the Commission on the Federal Report.

Ms. Smith reported staff met the deadline of December 29, 2001 for the Annual Federal Report. Performance Levels for Academic Attainment, Skill Proficiencies, Completion, Placement, and Non-Traditional Participation and Completion for both Secondary and Postsecondary institutions were exceeded. Individual reports for Area Vocational Districts and Postsecondary Institutions that were included in the Annual Federal Report are being processed. These reports will indicate performance level attainment by each district and postsecondary institution.

Mr. Fields thanked all DWD staff, Commission for Higher Education staff and Department of Education staff for their assistance.

Mr. Fields introduced Jeff Stanley, Commission for Higher Education to assist with questions that had arisen at prior meetings.

Commission member Pierce stated his concern was with the Academic Attainment Performance Level for secondary institutions. With the changes in the ISTEP+ standards, it may be difficult for institutions to meet the current performance level. Mr. Fields stated with the appropriate documentation, staff might be able to negotiate any changes with OVAE staff. Discussion on the ISTEP+ standards followed.

Commission member Kennon requested clarification on how the information for the performance levels for postsecondary institutions was obtained and how staff arrived at the levels of performance for FY00-01. Postsecondary institutions have a report due to CHE by February 28 that will show individual performance levels. However, postsecondary institutions cannot track retention.

Mr. Stanley stated the report due February 28 is a local report and once reviewed, would be sent back to the postsecondary institution with results. Discussion on Performance Levels and the local report due to CHE followed.

Chair Brown suggested a workshop be held prior to a future meeting to discuss performance levels and definitions. The Commission members decided a workshop was not needed.

Patty Yount stated the Workforce Investment Act Report is sent in to the Federal government as a state report. Once this is completed, the report will then be separated by each Workforce Investment Board (WIB). Each WIB will then see how it compared to the statewide report. If the WIB did not meet the standards, an improvement plan will be put in place.

Minute No. 9

Discussion Item – Item VIII.B. – Child Care Initiative

Mr. Fields reported on the Child Care Initiative. A sample Child Care Survey (Copy filed with official Minutes.) was distributed to Commission members. The survey was sent out to approximately 125 Child Care Providers for input and on-site visits have been completed. Approximately 35 surveys were received back. The Child Care Initiative is now in its final stage. A State Technical Committee (STC) meeting will be held January 29 to discuss the results of the survey and to review the Child Care Proficiency Guide. Based on the STC approval/recommendation, the Child Care Proficiency Guide will then be taken to the Workforce Proficiency Panel for approval. Discussion on the Child Care Initiative followed.

Minute No. 10

Discussion Item – Item VIII.C. – Other

Mr. Fields introduced Rosie Smith to update the Commission on the Awards for Excellence.

Ms. Smith stated the 18th Annual Awards for Excellence Ceremony would be held on Tuesday, February 12 at 1:30 p.m. at the Murat Shrine Temple in the Arabian Room. The luncheon will be held at 11:30 a.m. with the reception following the ceremony. The food demonstration this year will feature deserts provided by Vincennes University Culinary Arts Department. Ms. Diane Willis has once again accepted the offer to be the emcee for this event. All Commission members are invited to attend.

Mr. Fields asked Meredith Thompson to report on the State Legislation for House Bill 1099. Mr. Thompson stated the IAAVD Board of Directors supports House Bill 1099. This bill would establish more local control over vocational program approval. One obstacle schools are attempting to overcome with the funding formula is attempting to change programs to match the high skill, high demand, high wage categories. House Bill 1099 would allow schools to approve programs locally. Discussion on HB 1099 followed.

Mr. Fields updated the Commission on the activities on the federal level. The budget for federal funds was increased 6% to 7% for next year. Mr. Fields will be attending a meeting in April regarding new federal legislation for Carl D. Perkins funds.

Mr. Fields stated Commissioner Hartzer is going to make recommendations to the Census Advisory Committee regarding Commission membership. With the new change in Congressional Districts, Commissioner Hartzer will be recommending two (2) Commission members be At Large. The change would not take affect until June 30, 2002.

Patty Yount, External Affairs liaison stated the unemployment rate for Indiana is rising. Federal funding and Workforce Investment Act funds are based on the unemployment rate. In January, 2001, the State had approximately \$1.6 billion in the UI Fund. At the end of 2001, there was approximately \$1.4 billion. House Bill 1962, the Governor's Skill 2016 monies will go into a training fund in August, 2001.

Chair Brown asked Ms. Yount if some of Skill 2016 monies could be used for teacher internships. Ms. Yount stated she would take this to Commissioner Hartzer.

Minute No. 11

Scheduled Meetings – Item IX

The date for the next Commission Meeting was reviewed.

Minute No. 12

Adjournment – Item X

There being no further business to come before the Commission, Chair Brown adjourned the meeting at 11:45 a.m.

(Date)

Andrew Brown, Chair

Dan Theobald, Secretary